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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Effect of a Manpower Reduction and Adequacy of Current
Manpower Authorization in light of Requirements

1. The following information and recommendations, pertaining to the personnel and functions of the Deputy Director (Support), are submitted in response to a request to Heads of Executive Departments from the Chairman of the House Committee on Post Office and Civil Service. This request related to the conservation of manpower and a ten percent reduction in the number of civilian employees of the Departments.

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2. The civilian staff personnel ceiling for the DDC organization is [REDACTED]. The on duty strength as of 31 October 1955 was [REDACTED]. There are no staff agents assigned to the DDC organization outside the ceiling authority.

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3. To assist in a uniform response to the House Committee, the Inspector General's ad hoc committee has asked three questions of the Deputy Directors, which, for the DDC, are answered below..

a. First question: What functions would you eliminate, or what procedures would you follow if a ten percent reduction from manpower on duty 31 October 1955 was required?

b. First answer: In order to arrive at a proper manpower reduction in the support field a determination must first be made of the direct support which is required for continuing operations, plus that housekeeping support which is necessary to the Agency in general. This determination must be made on the basis of established operational plans. On this basis the percentage of reduction in the support field might be less than, or considerably greater than, the desired overall Agency reduction of ten percent. Thus, in the interests of economy and efficiency of the Agency it is recommended that operational plans and considerations be the basis of establishing the percentage of a predetermined Agency reduction which would be applied to the major components; otherwise, there may result a serious impairment of operations or an increase in operational personnel to perform the necessary support functions, which would not accomplish the purpose of an overall reduction. When the percentage applicable to DDC has been determined, a reduction would not necessarily be effected in equal percentage among the DDC components. The prime interests of the Agency in security protection, official personnel records, financial and property accounts, and other legal

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responsibilities must receive priority attention. For example, an Agency-wide reduction of ten percent of personnel without elimination of functions, would have little affect upon the Office of the Comptroller except in the payroll section where a justifiable reduction of payroll clerks might amount to little more than one percent of the total Comptroller complement. Accepting the figure of ten percent as the required reduction in support personnel, and assuming that most, if not all, current operations will continue to require support, the reduction in the support field would be accomplished by a reduction in force formula which would not necessarily eliminate present support functions but which would place emphasis upon the least impairment of the most vital services. Those support functions which would be significantly affected by a ten percent overall reduction in support personnel are listed in Annex 1.

- a. It is proposed that any reduction in force be accomplished under one formula for the entire Agency. Conceivably this could affect the ratio of reduction as between the major components of the Agency. Since the Agency has not previously undergone a general reduction in force, retention registers have not been established. Under these circumstances it is estimated up to nine months would be required to determine the positions to be abolished, to establish valid retention registers, and to effect an involuntary reduction in force. It is estimated ten to twelve months would be required to effect a voluntary reduction in force of ten percent.
- b. Regardless of the desirability to base action in the support field upon that which is taken by operations, it is nevertheless possible for the support organization to move independently toward reduction in force once an Agency reduction in force formula and retention registers have been established.
- c. Second Question: Are any organizational units now performing any function or activity which is being performed, in whole or in part, by another component of this Agency or by another Government agency?
- d. Second Answer: It appears there is some duplication, both intra-Agency and inter-Agency. A list of such functions is contained in Annex 2.
- e. Third Question: Are there functions or requirements so assigned to you which are beyond your present capacity to perform? If so, give an indication of the number of additional personnel required to perform such functions.

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- b. Third Answer: There are functions and requirements now assigned to Support Offices which are beyond present capacity to perform. A list and discussion of such functions and requirements is contained in Annex 3.
- c. In summary, the support organization needs to consider the revision of operational plans before estimating the percentage of an enforced reduction which could be effected through elimination of support functions. Prior to such consideration, plans for reduction would be based entirely upon a general reduction in force without elimination of functions.

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L. K. WHITE
Deputy Director (Support)

Enclosures:

Annex 1
Annex 2
Annex 3

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OP/ [REDACTED]

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